OFFICE OF THE TOWN ADMINISTRATOR

REGULAR MEETING OF COUNCIL November 16th, 2022

Present: Mayor Kirby Buchinski, Councillors, Lenore Denbrok, Braden Issel, , Shirley Pearson, Chad Waloschuk and **CAO Cindy Larson**

Regrets: Councillor Miles Hutchings

With quorum being present, the Council Meeting was called to order by the Mayor Kirby Buchinski at 6:00 p.m. in the Stirling Room in the Community Services Building at 117 Allan Avenue, Saltcoats, SK S0A 3R0.

| Approval of the | Denbrok/ | Motion 243-22 |
|-----------------|-----------|---|
| Agenda | Waloschuk | That the November 17 th , 2022 Agenda be adopted with the following additions: |

Personnel #1 CAO Review, Financial #7 Municipal Revenue Sharing Declaration, Business Arising #6 TAKE from TABLE SUMA-Assure, New Business #14 Caretaker Payroll, Curling Club and Minor Sports, #15 Hall Board resignation, #16 Mosaic Donations, #127 New Building Bylaw. Remove Item #12 Christmas Eve hours.

CARRIED

MINUTES

Pearson/Issel **Motion 244-22** Approval of Minutes of

That the minutes of the Regular meeting of October 19th, 2022 are

adopted as presented.

CARRIED

Approval of Addendums A. B and C,

Issel/ Waloschuk **Motion 245-22**

That the Town of Saltcoats approve Addendums A, B and C for

November 16th, 2022 as presented.

CARRIED

PUBLIC WORKS

| repere worth | | |
|---|---------------------|---|
| Monthly | Issel/Denbrok | Motion 246-22 |
| Review of Waterworks Operational Records | | That the Town of Saltcoats approve the Monthly Review of Waterworks Operational Records for October 31 st , 2022 as circulated. CARRIED |
| Monthly Public Works Report | Issel/ Waloschuk | Motion 247-22 |
| | | That the Town of Saltcoats approve the Monthly Public Works Report for October 2022 as circulated. |
| Кероге | | CARRIED |
| Water Treatment Plant Report | | Water Treatment Plant report was given by Braden Issel, the Public Works Committee Chair. |

Chief Administrative Officer Mayor

| CPWA Supervisor Certification Course | Denbrok/Issel | Motion 248-22 |
|---|-----------------------|---|
| | | That the town of Saltcoats send one member of the Public Works Staff to the CPWA Supervisors Certification Course February 27 to arch 2, 2023 in Saskatoon at a cost of \$995.00 + taxes, mileage and room and board. |
| | | <u>CARRIED</u> |
| FINANCIAL | | |
| List of Accounts for Approval | Pearson/Denbrok | Motion 249-22 |
| | | That the List of Accounts for Approval be approved as circulated for October, 2022, cheques #12032 - 12066 and other payments totaling \$39,956.16. |
| | | CARRIED |
| Monthly | Pearson/ Waloschuk | Motion 250-22 |
| Financial Report | | That the Town of Saltcoats approve the Monthly Financial Report for October as presented. |
| | | CARRIED |
| Bank | Denbrok/ Waloschuk | Motion 251-22 |
| Reconciliations | | That the bank reconciliation for October is approved as presented. |
| | | CARRIED |
| Municipal Revenue Sharing Declaration | Denbrok/ Waloschuk | Motion 252-22 |
| | | The Council of the Town of Saltcoats confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant (list of requirements that the municipality has met): |
| | | Submission of the 2021 Audited Financial Statement to the Ministry of Government Relations; Submission of the 2021 Public Reporting on Municipal Waterworks to the Ministry of Government Relations; In Good Standing with respect to the reporting and remittance of Education Property taxes; |

That we understand if any of the requirements are not met, our Municipal Revenue Sharing grant may be withheld until all requirements are met and

Adoption of an Employee Code of Conduct; and

Public Disclosure Statements, as required; and

All members of council have files and annually updated their

Adoption of a Council Procedures Bylaw;

That we authorize Cindy Larson to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

| Mayor | Chief Administrative Officer |
|-------|------------------------------|

PERSONNEL

BUSINESS ARISING

Insurance Claim

Buchinski/

Pearson

Motion 253-22

That the Town of Saltcoats Pay the deductible on the insurance claim

with SGI in the amount of \$2500.00

CARRIED

Registered Letter Issel/ 303 Ayr Street

Waloschuk

Motion 254-22

That the Town of Saltcoats send a registered letter to the residents of 303 Ayr Street that they remove the cement on town property or take all responsibility and liability for any damages that may occur due to

the cement pad on the town's property.

CARRIED

TAKE from

TABLE Munisoft

Bank Reconciliation Software

Denbrok/Pearson

Motion 255-22

That the Town of Saltcoats purchase the Munisoft extension to the General Ledger for Bank Reconciliation Software at a cost of \$800.00

+ taxes.

CARRIED

TAKE from **TABLE Shipping Containers**

DEFERRED

TAKE from **TABLE Leflay Trail Transfer**

and

Responsibilities

Denbrok/Issel **Motion 256-22**

> That the Town of Saltcoats pay the Saltcoats District Regional Park the Leflay Trail Reserves in the amount of \$4020.12 and That the Saltcoats

District Regional Park Authority will be responsible for the

maintenance of the Leflay Trail. The Town of Saltcoats will continue

to allow the use of the Equipment as it has in the past.

CARRIED

Policy 22-06

Pearson/Issel

Motion 257-22

That the Town of Saltcoats adopt Policy 22-06 known as the New Water/Sewer Service Installations Policy as amended by removing #9

from the procedure section of the policy.

CARRIED

NEW BUSINESS

Board of Revisions for 2023

Buchinski/ Denbrok

Motion 258-22

That the Town of Saltcoats Appoint Western Municipal Consulting

Ltd. to be the official Board of Revisions for 2023.

CARRIED

By-Election Pay

Denbrok/Issel

Motion 259-22

Chief Administrative Officer Mayor

That the Town of Saltcoats approves the By-election pay as follows: Poll Clerk: \$19.00/hr and Registration Officer \$16.00/hr. Returning Officer will receive a day off in lieu of working the by-election.

CARRIED

Laketown Leaders Request Denbrok/ Waloschuk

Motion 260-22

That the Town of Saltcoats approve the request form the Laketown Leaders to remove the blinds and install rods for curtains in the Stirling Room.

CARRIED

Policy 22-07

Pearson/ Waloschuk

Motion 261-22

That the Town of Saltcoats adopt Policy 22-07 known as the Proof of Water Meter Accuracy Policy.

CARRIED

Amendment to Policy 13-08

Issel/Denbrok

Motion 262-22

That the Town of Saltcoats amend Policy 13-08 known as the Business Directory Sign policy by removing the installation shall be "done by the Public Staff" and insert that the installation shall be "the responsibility of the sign owner and must be installed by an accredited Contractor to ensure that OH & S Regulations are followed."

CARRIED

Sunrise Health Region Memorandum of Agreement for the Blue Angel

Bus

Waloschuk/ Issel

Motion 263-22

That the Town of Saltcoats increase the monthly payment for the Blue Angel Bus from \$275.00 to \$375.00 to ensure that the expenses are recovered.

CARRIED

Hall Rent for the Yorkton & District Scottish Society request Person/Denbrok

Motion 264-22

That the Town of Saltcoats approve the request from the Yorkton and District Scottish Society to get a discount on the use of the Hall for the annual Robbie Burns Day by reducing the rent \$100.00 for one day.

CARRIED

Christmas Light Contest Waloschuk/Issel

Motion 265-22

That the Town of Saltcoats purchase a prize for the Christmas Lighting Contest in the amount of \$50.00 to be purchased from a local vendor.

CARRIED

Staff Christmas

Issel/Waloschuk

Motion 266-22

That the Town of Saltcoats purchase 5 gift cards in the amount of \$60.00 to a local restaurant of their choosing for the staff.

CARRIED

Mayor Chief Administrative Officer

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Curling Rink Denbrok/Pearson **Motion 267-22** and Skating Rink That the Town of Saltcoats approve the request from the Saltcoats **Requests** Curling Club and the Minor Sports Board to have the staff of both paid from the town and that both organizations will repay the town at the end of the season. **CARRIED Hall Resignation** Denbrok/Issel **Motion 268-22** That the Town of Saltcoats accept the resignation of Herb Rooke from the Community Hall Board. **CARRIED Benevity Causes** Issel/Waloschuk **Motion 269-22** That the Town of Saltcoats register with Benevity Causes to receive donations. **CARRIED** Denbrok/Pearson Bylaw 05-2022 **Motion 270-22** 1St Reading That the Town of Saltcoats gives 1ST Reading to Bylaw 05-2022 known as the Building Bylaw. **CARRIED** CORRESPONDENCE Receive and File Issel/Hutchings **Motion 271-22** Correspondence That the town of Saltcoats receive and file the following correspondence: WCB rates for 2023 B. Klause T. McIntyre **Beautification Committee** MJ Consulting **CARRIED** Denbrok/Pearson Adjournment **Motion 272-22** That the Meeting adjourn at 9:00 pm. **CARRIED** Approved by Council on:

Mayor Chief Administrative Officer